



YWCA Early Learning Center & Out-of-School Care Registration Form 2023-2024

Table with 2 columns: Enrollment Date, Termination Date. Header: for office use only

Age: _____

Child's Name: _____

Birthdate: _____

Male Female Other Language(s) Spoken at Home: _____

Racial/Ethnic Identity (check all that apply): White/Caucasian Black, African, or African American Asian Hispanic or Latinx Native Hawaiian or Other Pacific Islander American Indian/Alaskan Native Other

Street Address: _____

Guardian Name: _____ Relationship to Child: _____

Street Address: _____

Mailing Address: _____

Email: _____ Cell Phone: (____) _____ - _____

Place of Employment: _____ Work Phone: (____) _____ - _____

Employer Address: _____

Guardian Name: _____ Relationship to Child: _____

Street Address: _____

Mailing Address: _____

Email: _____ Cell Phone: (____) _____ - _____

Place of Employment: _____ Work Phone: (____) _____ - _____

Employer Address: _____

IMMUNIZATION RECORDS are required to be provided to the YWCA within 30 days of enrollment per Maine State Child Care Licensing Regulations YWCA's Fax Number: 207-795-4053 Immunization records received by _____ on _____.

Name(s) & Age(s) of Sibling(s): _____

Previous Childcare/School Experience: _____

Names of all people authorized to remove your child from the YWCA:

Anyone picking up your child must have a photo ID

Please list any information the YWCA needs to know (e.g. special education needs, aquatic experience) in order to provide developmentally appropriate, quality care for your child:

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Family Physician: _____ **Phone:** _____

Address: _____

Local Hospital Preference (check all that apply): CMMC St. Mary's

Dentist Name: _____ **Phone:** _____

Address: _____

Does your child drink cow's milk? Yes No* **If "no", a required substitution form will be provided.*

Does your child have any known food allergies? Yes No **If yes, please list:**

How does your child respond to an allergic reaction? _____

Does your child have any environmental allergies? Yes No **If yes, please list:**

How does your child respond to an allergic reaction? _____

Will the YWCA Central Maine need to administer any medication to your child during their time here?

Yes No **If yes, please list:***

Medication	Dosage	Time Given

A Medication Administration Form **must be completed for each medication in order for YWCA staff to administer. Please obtain this form from the YWCA for any new medications during the year.*

EMERGENCY CONTACT INFORMATION

YWCA Early Learning Center & Out-of-School Care Programs - Registration Form

Please list **at least** one person, other than a guardian, who may be contacted to pick up your child in the event of an emergency. Complete street addresses are required per state licensing guidelines:

Name: _____ Relationship: _____
Address: _____ Phone: _____
_____ Alt. Phone: _____

Name: _____ Relationship: _____
Address: _____ Phone: _____
_____ Alt. Phone: _____

Name: _____ Relationship: _____
Address: _____ Phone: _____
_____ Alt. Phone: _____

Name: _____ Relationship: _____
Address: _____ Phone: _____
_____ Alt. Phone: _____

GUARDIAN CONTRACT

This document is an official agreement between YWCA Central Maine (YWCA) and the guardian(s) of the child detailed in this packet. An important goal of the YWCA is to ensure the safety and security of the children in our care at all times. For this reason, guardian(s) must follow the steps outlined in this contract. Failure to do so may affect not only the safety of your child, but the safety of other children and YWCA staff. The YWCA will not discriminate against people on the basis of race, age, gender, religion, family composition, or disability.

Registration and Pass Holder Requirements

Children in all YWCA Central Maine Early Learning Center and Out-of-School Programs are required to have an active YWCA Community Access Pass. This can be held as an individual pass or as part of a family pass. The current YWCA Community Access Pass fee is \$45.⁰⁰ and is valid for one year. Each child’s Community Access Pass must be renewed on an annual basis.

A \$25.⁰⁰ registration fee is required when a child is signed up for a new program (e.g. summer camp, enrollment in preschool, or after school care). This means that each new school year (in the fall for those continuing care from the summer/prior school year), guardians will be charged a \$25.⁰⁰ registration fee for their child’s entrance into care for the upcoming school year.

Both the Community Access Pass and registration fees are due before care begins. Guardian initials

Fee Due Dates and Billing Requirements

Tuition fees are due weekly and must be paid the week prior to a child’s attendance. First time tuition is due at enrollment and must be paid before care begins. Once a child is registered and begins care, invoices are prepared and distributed on Thursday for payment by Friday for the following week’s care.

A bank card or EFT form must be on file to ensure timely payments and you must set up a RecDesk account for billing. The link for RecDesk can be found on our website at www.ywcamaine.org. **EFT and cards on file will be charged the week before care is provided. We strongly recommend these methods of payment as it will ensure there is no interruption in your prepaid childcare.**

Returned checks will be subject to a \$10.⁰⁰ fee. If you are having difficulty making payments, please contact the Director of Childcare Services to discuss payment options.

Source of Tuition

Please indicate your source of tuition:

- Self-Pay
- FedCap*
- DHHS (CCSP or foster care)** Guardian Portion: \$_____
- Other _____

**If FedCap is chosen as the source of tuition, the guardian is responsible for ensuring that both FedCap and any guardian portions are paid; and that FedCap application renewals are received and re-authorized as required by that program. Lapses in FedCap authorization will be considered self-pay.*

***If you receive state subsidies for care, paperwork indicating the contract beginning and end dates, as well as the state/guardian payment information, must be provided to YWCA Central Maine. Please note that if you are awarded part-time childcare through a subsidy program, but request full-time care, the remainder of the tuition will be considered self-pay and added to your Guardian Portion.*

Tuition Costs

Weekly tuition is due regardless of whether a child attends every day of scheduled care. The YWCA does not reimburse or credit when a child is sick or taken out of care for a special occasion. There is no reduction in tuition fees for YWCA recognized holidays (see below). Part-time contracts will also be billed according to the contracted days, regardless of attendance.

Late Fees

Families who pick their children up past 5:30 PM will be charged \$10.00 *for each child* for each late pick up from 5:31 to 5:39 PM. Any child picked up from 5:40 PM or later will automatically be charged \$50 *for each child* for each late pick up. This fee will be assessed and added to your invoice to be paid with the next regular invoicing period and is subject to the same conditions as regular tuition. Repeated late pick-ups may result in termination of care.

YWCA Closings – Holidays and Weather

No care is offered on the following days (or observed days), due to YWCA closures: New Year's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas, and four mandatory YWCA staff training days (to be announced at least one month prior to the dates). Guardians will still be required to pay for care on these days and any days we close due to weather or other emergencies.

Voluntary Withdrawal from Care & Two-Week Notice

In order to withdraw your child from care at the YWCA, two weeks' prior written notice must be submitted in writing to: Director of Childcare Services

YWCA Central Maine
130 East Ave.
Lewiston, ME 04240

Or emailed to: cparritt@ywcaine.org

Guardians will be billed their contracted rate (full-time or part-time) for the two weeks following the *receipt* of notice to withdraw, regardless of the child's attendance during that two-week period. Please note that notices sent by mail will not be processed until received at our office; and notices received on weekends will not be processed until the next business day.

Guardian initials _____

Child Conduct

The following expectations are to ensure all children remain safe and have a positive experience while in the YWCA Central Maine Early Learning Center and Out-of-School Programs. Failure to adhere to these expectations will have consequences as detailed in the Guardian Handbook:

- Children may not threaten or hit another child or teacher.
- Children are not allowed to hurt themselves.
- Children must follow teacher directions and listen when the teacher asks them to stop doing something or to respect other people's personal space.
- Children are not allowed to leave the room without permission.
- Children are not allowed to start fights or fight with other children.
- Children are not allowed to swear, call names, or use slang to describe people of other races.
- Children are not allowed to talk about violence toward others, including guns, knives, or killing.

Guardian initials _____

Guardian Agreements

Please read the following statements and initial next to each statement to indicate that you agree. Guardian initials also indicate that you have read this contract, received a copy of the handbook, and have had the opportunity to ask any questions.

_____ I give my child, _____, permission to walk with YWCA staff to and from the YWCA in a one-mile radius to access parks, playground, and fields for program activities.

_____ I understand that tuition is *prepaid* and, if I fail to pay on time, my child will not be allowed to continue in the program. I cannot drop my child off for care if I have not paid tuition in advance.

_____ I understand that I may ask to meet with my child's teacher in private regarding any concerns with activities, or that I may contact the Director of Child Care Services to discuss YWCA policies and rules associated with the programs.

_____ I agree to pick up notices and invoices left for me each day to ensure that I receive important information about YWCA programs and my child's personal experience, as well as making myself available to speak with my child's teachers/assistants as needed.

_____ I assume all monetary responsibility if my child damages YWCA property or any property while the YWCA is on an off-site trip. I will pay fees that are incurred due to this damage.

_____ I have read the YWCA Guardian Handbook and my child and I are willing to adhere to the rules and consequences listed in that handbook.

_____ I agree and understand that I may not drop off my child earlier than 7:00 AM, nor pick up my child later than 5:30 PM. I understand that if I am late picking up my child, I will be charged additional fees per child per day.

_____ I agree to provide a swimsuit and towel for my child on swim days.

_____ I acknowledge that the YWCA must make reasonable modifications to their policies and practices to include children and guardian(s) with disabilities, unless doing so would be a fundamental alteration of the YWCA programming.

_____ *For all-day care only (vacation care, snow days, preschool programs):* I will drop off my child no later than 9:00 AM on days I have scheduled care. If I know I will drop off later than 9:00 AM, I will let the YWCA know by calling 207-795-4050 or telling their teacher in advance. YWCA requires this notice to ensure there is adequate staff and food available for your child for the day.

I have read and understand the terms outlined within this guardian contract. I agree to abide by these terms and acknowledge that I may lose care for my child if I do not meet my obligations outlined within this contract.

Guardian Printed Name

Guardian Signature

Date

This page will be completed by YWCA Staff

	Description	Cost per Week
<input type="checkbox"/>	Discovery Room	\$200
<input type="checkbox"/>	Exploration & Invention Rooms	\$180
<input type="checkbox"/>	Before & After School	\$155
<input type="checkbox"/>	<i>Before Only</i>	\$65
<input type="checkbox"/>	<i>After Only</i>	\$100
<input type="checkbox"/>	Vacation Care	\$190
TOTAL		\$

	Guardian Payment Type	On File*	
<input type="checkbox"/>	EFT*	Y	N
<input type="checkbox"/>	Debit Card*	Y	N
<input type="checkbox"/>	Credit Card*	Y	N

*EFT and cards on file will be charged the week before care is provided. We strongly recommend these methods of payment as it will ensure there is no interruption in your prepaid childcare.

Enrollment Details

Date Child Enters Care: _____

Day(s) of the Week: _____

- Child will Start in:
- The Discovery Room (Ages 18 months – 3 years)
 - The Exploration Room (Ages 3 – 4 years)
 - The Invention Room (Ages 4 – 5 years)
 - The Future (Ages 5 – 12 years)